



## **Funding Conditions of the “Initiative Teilen” for the year 2022/2023**

### **1. Acceptance of the funding conditions and confirmation of account information:**

Before we can arrange the payment, we need you and also your project partners (if not the same person) to make a brief statement that you accept our support under these funding conditions. Since the period 2020/2021, this statement has to be submitted along with the application for funding.

Beginning funding period 2022/23, the contact person in Germany (“Projektpat\*in”) can sign the declaration in the application form (number 20). The project partners must submit a separate statement of acceptance. Therefore, please forward this information to your project partners! This statement of acceptance can be emailed to [info@initiativeteilen.de](mailto:info@initiativeteilen.de) (one sentence can suffice, for example "I accept the support of the Initiative Teilen for the project X under the named conditions").

### **2. Transfer of the funds:**

We only transfer approved funds in EUR within the euro zone. Therefore, we do not pay transaction fees. If there is no existing bank account that meets these requirements, we ask you to contact us before submitting the application.

### **3. Acknowledgment of receipt after receiving the money:**

Once we approve the project funding, we will arrange the payment within a short time. After receiving the payment we immediately need a signed acknowledgment of the receipt issued by the bank account holder. This confirmation has to name the amount of received money and the name of the project. It should have the letterhead of the receiving organization / the project partner and must be addressed to “Initiative Teilen im Cusanuswerk e.V.”. Please e-mail this (scanned i.e. in PDF format!) to [info@initiativeteilen.de](mailto:info@initiativeteilen.de).

### **4. Assigned funds:**

Please note that the granted funds by the Initiative Teilen can be used for the purposes requested only. In the exceptional case (!) that the circumstances of the project and thus the use of funds should change, you have to notify us prior to such a change and obtain our consent! Otherwise we are obliged to reclaim the funds which have been used otherwise.

### **5. Project report with reference of the use of funds:**

Project partners and “Projektpat\*in” (corresponding contact person in Germany) together commit to send a short project report to the Initiative Teilen at the end of the funding



period. Deadline for this is always the 1<sup>st</sup> of March of the following year. A subsequent application is not considered a project report! Even without subsequent application a project report is obligatory.

The project report should include at least the following information:

- 1) which of the planned and possibly additional measures could be carried out,
- 2) what effects have already occurred,
- 3) how the funds have been used (running text and a (tabular) representation of the use of funds).

In addition, long-term funded projects should relate the current project phase with the previous funding projects.

## **6. Attendance at events of the Initiative Teilen:**

The “Projektgate” (corresponding contact person in Germany) carries the obligation to participate in at least one official event of the Initiative Teilen, either in person or represented by someone who is familiar with the project (for example the project partners). Preferentially, this should be the attendance of the spring meeting (usually at the end of April), because there the decisions on the project funding / allocation of funds is to be prepared in detail. If a participation in the spring meeting is not possible, a prior consultation with the executive board of the Initiative Teilen is requested. In this case, the “Projektgate” (contact person) must be available for substantive questions at least by phone / via Skype during the spring meeting. Furthermore, if the participation in the spring meeting is not possible, attendance is then requested at the autumn meeting (usually at the end of October each year). Applicants who apply for project funding for the first time have to participate at the spring meeting in any case.

If participation in none of the two meetings in a year was possible, the project cannot be supported in the following year. In exceptional cases, the general meeting can refrain from executing this consequence.

Please don't hesitate to contact the managing board in case of any further questions.